

## **PART 1 - Customer Search & Request for additional info about items posted on the DRMS RTD web query results page. *View in "Print Layout" Format.***

**Note: This is for the DoD Customers (Army, Navy, Air Force, Marines, National Guard and Reserves) only who wish to submit additional questions about items listed on the Query Results page.**

*Army Policy - US Army units may be charged for items requisitioned from DRMOs. Army customers check with your Finance and Accounting Office prior to using DRMS/DRMO as a source of supply.*

*Other RTD customers outside the main DoD community may see the results of requests, but are not authorized to submit requests for more information about an item.*

**DoD customers familiar with using the DRMS RTD Web site for Property Searches, may go directly to Page 7 of this guide. Click on "NEXT" to go directly to Page 7.**

**NEXT**

Step 1. Access the DRMS Web Page at [www.drms.dla.mil](http://www.drms.dla.mil)

Step 2. Select **R/T/D Customers** option. This will take the customer to the Reutilization, Transfer, and Donation Page.

Step 3 a. Select DoD Property Search to submit your query.

R/T/D Page - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help Links Boss Web Cams Back Address

RTD Home DRMS Home Help/FAQ Contact Us

Locate DRMO  
Site Map/Search  
Property Search  
MILSTRIP (DOD only)  
Track Inventory  
Misc. Programs  
Pubs & Regs

**Reutilization**  
**Donation**

DOD/Reutilization  
Transfer/Donation  
RCP

Property Search  
Want List  
Search + MILSTRIP

by DRMO  
by Zone  
Commodity

Step 3.  
Select – **DoD Property Search**

To provide the DoD's best value services and deliver great performance to our customers for the use, transfer, sale or disposal of excess/surplus DoD property

Option to screen by DRMO, Zone, or Commodity.

1/2/03 IMPORTANT NOTICE: [Additional web address for DRMS](#)

**What's new!!!!**

New November 10, 2004 - BSM Customer Resource Information Center

DLA customers with questions regarding BSM, or any other Agency issues, are directed to contact the DLA Contact Center as their source for BSM information. Our professional staff is available to take your call 24 hours a day, 7

Trusted sites

A customer may choose:

1. Search for items by a specific DRMO or all DRMOs.
2. Search for items by Zone
3. Search for items by Commodity

Once a selection is made, the next screen will be the DRMS Full Government Search Form. See Step 4 on Page 4.

Step 3b. The lower half of the main RTD Page shows new query options and guidance to automated Want Lists, Information Accuracy, Expedited Processing and more.

R/T/D Page - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help Links Boss Web Cams

Address

*What's new!!!!*

**New November 10, 2004 - BSM Customer Resource Information Center**

DLA customers with questions regarding BSM, or any other Agency issues, are directed to contact the DLA Contact Center as their source for BSM information. Our professional staff is available to take your call 24 hours a day, 7 days a week. CALL US - Toll Free: 1-877-DLA-CALL (352-2255), DSN: 932-7766, or Commercial: 269-961-7766 or email us at [MagicTSD@DLIS.DLA.MIL](mailto:MagicTSD@DLIS.DLA.MIL).

We encourage our customers to visit the Customer Resource Information Center (CRIC), our site dedicated to the Agency's transformational efforts for our Customers, frequently to stay informed regarding DLA's transformation activities including BSM. The CRIC is updated weekly and can be accessed at <http://www.dla.mil/j-4/cric>. Customers are also encouraged to subscribe to our list server service where information is regularly emailed directly to our customers regarding our transformation efforts. Customers can subscribe at <http://www.supply.dla.mil/list server>.

Please Note: DRMS is not yet fully integrated with BSM. Currently, DRMS has an interface with BSM for pre-receipt information only.

**Information Accuracy – FLIS PLUS Question and Answer Guide New – 2/16/05**

**Want List Match Against CURRENT Inventory-Reutilization Customer Guide New - 6/02/04**

**Want List Search (.mil only)**  
Conduct your search, view the results, then choose to have future search results automatically emailed to you in various formats. You control how often and for how long you receive search results. Your "account" is managed by you and can be changed by you at anytime.

**Pre-Receipt Want List Guidance for RTD Customer's usage New - 3/11/04**

**Pre-Receipt Want List Options New - 3/16/04**

**Expedited Processing Item Visibility New - 11/03/04**

NOTE: Dept of Army - [DRMO Withdrawals and Reimbursement](#)

[Excess IT Equipment](#), the transition from DISA to DRMS

Trusted sites

Step 4. The customer will be taken to the Search Form.

This is an example of the search page. For training purposes the info has been extracted out and is listed on the next page.


The screenshot shows a web browser window titled "DRMS Government Search Form - Microsoft Internet Explorer provided by DRMS". The address bar shows the URL "https://funwww.drms.dla.mil/asset/govegeo1.html". The page has a green header with the text "DRMS Full Government Search Form With Want List" and a "DRMS Home Page" link. Below the header, there is a "VERSION 8.0" label and a "DRMS Notice" link. A navigation bar contains links for "Instructions/FAQ", "User Search", "View Want Lists", and "Last Version Changes". A disclaimer states: "THESE ITEMS ARE NOT FOR PUBLIC AUCTION OR SALE PLEASE BE ADVISED THAT EXCESS/SURPLUS PROPERTY OBTAINED FROM DRMS MAY NOT BE Y2K-COMPLIANT". A "Glossary of Terms" link is followed by a brief description of the search form. The main section is titled "SECTION A (MANDATORY)" and contains instructions for searching by FSC, NIIN, or product name. It includes input fields for "Search by:", "NIIN:", and "Product Name:" (with "Truck" entered). There are also links for "Up to 8 Federal Supply Classes (FSC)" and "Find FSCs by Keyword". A "NIIN File Upload" section with a "Browse..." button is also present. The browser's taskbar at the bottom shows various open applications and the system clock at 11:10 AM.

DRMS Government Search Form - Microsoft Internet Explorer provided by DRMS

File Edit View Favorites Tools Help

Back Forward Stop Home Media Print Google Search Web PageRank 100 blocked AutoFill Go

Address https://funwww.drms.dla.mil/asset/govegeo1.html

 **DRMS Full Government Search Form With Want List** [DRMS Home Page](#)

VERSION 8.0  
[DRMS Notice](#)

[Instructions/FAQ](#) [User Search](#) [View Want Lists](#) [Last Version Changes](#)

---

THESE ITEMS ARE NOT FOR PUBLIC AUCTION OR SALE  
PLEASE BE ADVISED THAT EXCESS/SURPLUS PROPERTY OBTAINED FROM DRMS MAY NOT BE Y2K-COMPLIANT

---

[Glossary of Terms](#)  
This is the government search form with DRMOs organized by Zone.  
Searches are currently limited to 2500 line items.  
Sections B, C & D are optional to help narrow down your search.

---

**SECTION A (MANDATORY)**

Enter the 2-digit FSC, 4-digit FSC, or 9-digit NIIN (NSN = FSC + NIIN) of the item you are searching for. This is an efficient method to search DRMS property.

Search by:  
[Up to 8 Federal Supply Classes \(FSC\)](#) (2 or 4 digit) separated by a space:   
[Find FSCs by Keyword](#)

NIIN:

NIIN File Upload (.txt files only)

Product Name:  (examples: chair, chair wood) ☒ Includes ☐ Equals ☐ Starts With

Done Trusted sites

Start hold - Mi... Calenda... FW: Fls... DRMO Q... DRMS G... 11:10 AM

The Full Government Search Form with Want list has been extracted and will be easier to work with.

See next page for detailed guidance.

DRMS Full Government Search Form With Want List  
DRMS Home Page

[Instructions/FAQ](#) [User Search](#) [View Want Lists](#) [Last Version Changes](#)

THESE ITEMS ARE NOT FOR PUBLIC AUCTION OR SALE  
PLEASE BE ADVISED THAT EXCESS/SURPLUS PROPERTY OBTAINED FROM DRMS MAY NOT BE Y2K-COMPLIANT

**Glossary of Terms**

This is the government search form with DRMOs organized by Zone.  
Searches are currently limited to 2500 line items.  
Sections B, C & D are optional to help narrow down your search.

A customer will have many choices when submitting a query; however, results are limited to 2500 lines per results page

**SECTION A (MANDATORY)**

Enter the 2-digit FSC, 4-digit FSC, or 9-digit NIIN (NSN = FSC + NIIN) of the item you are searching for. This is an efficient method to search DRMS property. Search by:

**Up to 8 Federal Supply Classes (FSC)** (2 or 4 digit) separated by a space

**Find FSCs by Keyword**

NIIN:

NIIN File Upload (.txt files only)

Product Name:  (ex: chair, chair wood) ☐ Includes ☐ Equals ☐ Starts with

DTID Number:  Enter all or part of the Disposal Turn-In Document Number

**RTD Screening Cycle:** ☒ ALL, ☐ DoD, ☐ GSA, ☐ Donation, ☐ DoD 2 ☐ FEPP (Selection of 'ALL' will query items in all of these RTD cycles)

Note: DoD Milstrip requests can only be made against items in the two DoD and FEPP cycles unless the Priority is 1-3

Section A – the customer may enter

- Item Group (2 characters) or FSC (4 characters)
- Item NIIN or upload NIIN list
- Enter product name
- Disposal Turn-In Document Number

Select a Screening Cycle

Sort By: ☐ Cycle Date, ☐ Cycle ☒ FSC ☐ NIIN ☐ DRMO ☐ Photo ☐ Product Name ☐ DTID

Select a sort option for your query results

Customers may submit or clear query selection or continue to Section B and define your query with more detail.

**You may submit your search now or fill out the optional sections below.**

If you submit your search NOW, you will be searching **ALL** of the DRMS sites worldwide, both unused and used items at any value.

**SECTION B (OPTIONAL)**

In this section you can refine your search by selecting to view items by the date that they entered the DRMS inventory. This section must be used in conjunction with Section A.

Starting DATE for "Date Entered Inventory" search: Example 12-FEB-03

Starting DATE option generally used by customers who submit queries on a weekly or daily basis.

**SECTION C (OPTIONAL)**

Currently DoD/DRMS has items in various conditions. You must call the sites who have the item to

**Supply condition code:** ☒ A, ☒ B, ☒ C, ☐ D, ☐ E, ☐ F, ☐ G, ☐ H

**Disposal condition code:** ☐ 1, ☐ 1-3, ☐ Any (1-9)

Define Condition Codes. If you do not want property query results for all items to include those in poor condition, you must remove check marks as applicable.

**SECTION D (OPTIONAL)**

The search can be conducted by the location of the property. Sites are listed by Zones.

Please select DRMS site(s) for search or **NO** selection for all. To select a site, first highlight the name within the pick list, then check the box to the left of the site name. A zone name will search all the sites within that pick list (zone).

Hold down the CTRL key to select multiple items from the list.

ALL IN NORTHEAST USA  
DRUM NY  
GROTON CT  
LAKEHURST NJ  
LETTERKENNY PA  
MEADE MD  
MECHANICSBURG PA  
NORFOLK VA

Select: Submit or Clear

Step 5. Query research results should appear in a few seconds. If a customer wishes to search by Want List, he/she has the option to receive results, daily or weekly, etc. and may determine the duration of the query i.e. week, monthly, etc.

To learn more about the Want List go back to the RTD Main page to the “What New” section.

The next two Screen Prints demonstrate a customer query results.

Product Search For Government RT&D - Microsoft Internet Explorer provided by DRMS

File Edit View Favorites Tools Help

Back Forward Stop Home Favorites Media Print Google Search Web PageRank 100 blocked AutoFill Go

Address https://funwww.drms.dla.mil/htbin/wantsearch1

# DRMS Full Government Search Form With Want List

[DRMS Home Page](#)

VERSION 8.0  
DRMS [Notice](#)

[Instructions/FAQ](#) [View Want Lists](#) [Last Version Changes](#)

## Property for Reutilization, Transfer, and Donation

Assets identified as result of a customer search may not be available. Availability status should be confirmed with the [DRMO](#) prior to processing a requisition.

[Want List](#) If using search by Want List, you may schedule your query by selecting [Schedule](#). [More Information](#)

[Schedule](#) this search which will notify you when property enters the DRMS/DRMO inventory.

Page: 1

RTD Screening Cycle: ALL  
Sort By: FSC  
FSC(s) : 23  
Supply Condition Code between A and H.  
Disposal Condition Code between 1 and 9.

More Info **Legend:** N = NSN Data, + = DRMO Added Info, P = Photo, O = Other

MORE INFO	DAYS CYCLE	LEFT SITE	PRODUCT NAME	NATIONAL STOCK NUMBER	DISPOSAL TURN-IN DOCUMENT	D M H I A L Z	MSDS NO	QTY AVAIL	ORIGI ACQUI PRICE
-----------	------------	-----------	--------------	-----------------------	---------------------------	---------------------------------	---------	-----------	-------------------

THIS IS THE TOP HALF OF THE QUERY RESULTS PAGE.

THIS IS THE BOTTOM HALF OF THE QUERY RESULTS PAGE.

Step 6. Select the item of interest under the MORE Info (far left) option.

Product Search For Government RT&D - Microsoft Internet Explorer provided by DRMS

File Edit View Favorites Tools Help

Back Forward Stop Home Favorites Media Print Google Search Web PageRank 100 blocked AutoFill Go

Address https://funwww.drms.dla.mil/htbin/wantsearch1

### Property for Reutilization, Transfer, and Donation

Assets identified as result of a customer search may not be available. Availability status should be confirmed with the [DRMO](#) prior to processing a requisition.

[More Information](#)

#### Want List

[Schedule](#) this search which will notify you when property enters the DRMS/DRMO inventory.

Page: 1

RTD Screening Cycle: ALL  
Sort By: FSC  
FSC(s) : 23  
Supply Condition Code between A and H.  
Disposal Condition Code between 1 and 9.

More Info **Legend:** **N** = NSN Data, **+** = DRMO Added Info, **P** = Photo, **O** = Other

MORE INFO	DAYS CYCLE	LEFT SITE	PRODUCT NAME	NATIONAL STOCK NUMBER	DISPOSAL TURN-IN DOCUMENT	D M H I A L Z	MSDS NO	QTY AVAIL	ACQUI PRICE
<a href="#">N</a>	DOD2	O <a href="#">HOOD</a>	TRUCK, CARGO	2320011236827	W91AUD22890001	<a href="#">A</a>		0	\$15,
<a href="#">N</a>	DOD	O <a href="#">MINOT</a>	CARRIER, PERSONNEL, F	2350010684077	W81J6210440008A	<a href="#">D</a>		0	\$244,

Total number of rows = 2.

[\[001-500\]](#)  
[\[501-1000\]](#)  
[\[1001-1500\]](#)  
[\[1501-2000\]](#)

Step 7. Select: [N](#) or [Add](#) in order to get more information about the item.

Start hold - ... Calend... DRMS ... FW: Fil... Produ... Docum... 10:24 AM

The customer will be able to get more information about an item if there is an [N](#) or the option to [Add](#) in the far left column under MORE INFO. If there is a [N+P](#), it means a photograph is also available.

The next step would be to click on [N](#) or [Add](#) in order to get more information on a particular item/DTID.

*Note: Option [N](#) will take a customer to Step 7 and [Add](#) option to Step 8.*

Step 7. The customer may now review additional information on the item. In this case, there isn't too much information about the vehicle and before the customer submits a MILSTRIP, he/she would like to know what color it is; does it have tires; how much damage is there, etc.?

Customers may now [ASK FOR MORE INFORMATION](#) when the item data provided is not sufficient.



The next screen that appears will list the Product Name, DTID and RIC. It will then ask for customer information, so DRMS will know where to send via email the response to the question(s).



STEP 8. The customer should verify the product name and DTID. The Routing Identifier Code (RIC) is used to identify the DRMO at which the property is located.

https://funwww.drms.dla.mil/htbin/askq?calledby=FPQ&ric=SZ7A&dtid=W91AUD22890001&name=TRUCK,CAR - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Google Search Web PageRank 100 blocked AutoFill Go

Address https://funwww.drms.dla.mil/htbin/askq?calledby=FPQ&ric=SZ7A&dtid=W91AUD22890001&name=TRUCK,CARGO

## Customer Information Request

[DRMS Home Page](#)

Product Name: TRUCK,CARGO  
DTID: W91AUD22890001  
RIC: SZ7A

Information Request:

Your DoDAAC:

Your Email Address:

Your Phone Number:

All Input Fields Are Mandatory

Hit "Submit" after you've entered the necessary info.

Customers are required to fill out the four blocks.

- State your question
- Provide your unit's DoDAAC
- Your email address
- Your telephone number
  - Must be 10 characters
  - 2691239876
  - or dsn9329876

For RTD Program information/comments, contact: (via e-mail) [Customer Service](#), or phone (Comm.) 1-877-352-2255  
For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#) or phone (Comm.) 269-961-4999; (DSN) 932-4999

Note: New Call Center # is: 1-877-352-2255

Done Trusted sites

Start hold... Cal... DR... FW... Pro... Doc... htt... 10:25 AM

### Example:

https://funwww.drms.dla.mil/htbin/askq?calledby=FPQ&ric=SZ7A&dtid=W91AUD22890001&name=TRUCK,CAR - Microsoft Int...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Google Search Web PageRank 100 blocked AutoFill Go

Address https://funwww.drms.dla.mil/htbin/askq?calledby=FPQ&ric=SZ7A&dtid=W91AUD22890001&name=TRUCK,CARGO

## Customer Information Request

[DRMS Home Page](#)

Product Name: TRUCK,CARGO  
DTID: W91AUD22890001  
RIC: SZ7A

Information Request: what color is it

Your DoDAAC: Sc4402

Your Email Address: carol.fix@dla.mil

Your Phone Number: 2699615902

All Input Fields Are Mandatory

For RTD Program information/comments, contact: (via e-mail) [Customer Service](#), or phone (Comm.) 1-877-352-2255  
For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#) or phone (Comm.) 269-961-4999; (DSN) 932-4999

Done Trusted sites

Start funwww (functional t... Deleted Items - Micro... Product Search For G... https://funwww.dr... 10:18 AM

THE CUSTOMER IS DONE AND IS WAITING ON A RESPONSE.  
THE RESPONSE SHOULD BE WITHIN 3 WORKING DAYS.